



Accountant Trainee

Agency Code: 7500 Class Code: 4179 Exam Code: 9PB31

Department(s):	State Personnel Board/Statewide Dept. of Rehabilitation Dept. of General Services State Lands Commission Dept. of Boating & Waterways Dept. of Parks & Recreation Dept. of Food & Agriculture Dept. of Education Dept. of Industrial Relations Dept. of Veterans Affairs Dept. of Veterans Affairs Department of Motor Vehicles Dept. of Conservation Dept. of Corrections & Rehabilitation Department of Consumer Affairs California Housing Finance Agency California Housing Finance Agency Department of Transportation Employment Development Department Department of Insurance Department of Fish and Game Office of State Controller Office of State Controller Department of Justice Secretary of State Board of Equalization Department of Water Resources State Water Resources Control Board California Conservation Corps Department of Corporations Public Employees Retirement System Department of Real Estate Department of Forestry & Fire Protection Board of Governors, California Community Colleges California Coastal Commission State Teachers Retirement System State Compensation Insurance Fund Department of Resources Recycling and Recovery Department of Health Care Services Department of Social Services
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	Office of Statewide Health Planning and Development Department of Community Services and Development Department of Pesticide Regulation Department of Child Support Services Department of Managed Health Care Department of Public Health California Technology Agency Department of Developmental Services State Air Resources Board
Opening Date:	1/21/2010 8:30:00 AM
Final Filing Date:	Continuous
Type of Examination:	Multi-Departmental Open
Salary:	MONTHLY-RANGED-SALARY - \$3,240.00 to \$3,751.00
Tenure/Time-base:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	State-wide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Final File Date: Continuous

Where to Apply: Click on the Exam link at the bottom of this bulletin

SPECIAL TESTING ARRANGEMENTS

If you are disabled and need special assistance or special testing arrangements, contact the State Personnel Board, Examinations Unit at (866) 844-8671, TTY (916) 654-6336, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones, or at (800) 735-2922 from voice phones.

ELIGIBLE LIST INFORMATION

An OPEN, MERGED eligible list will be established by the State Personnel Board for use by other state departments. The names of successful competitors will be merged onto the eligible list in order of final scores regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Qualifications Assessment to reestablish eligibility.

Once you have taken the Qualifications Assessment, you may not retake it for 12 months.

MINIMUM QUALIFICATIONS

ACCOUNTANT TRAINEE

Education:

EITHER I

Equivalent to graduation from college, with specialization in accounting. (Registration as a Senior Student in a recognized institution will admit applicants to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

OR II

Completion of a prescribed professional accounting curriculum given by a residence or correspondence school of accountancy, including courses in elementary and advanced accounting, auditing, cost accounting and business law.

OR III

Completion of the equivalent of 19 semester hours of course work; 16 hours of which shall be professional accounting courses given by a collegiate-grade residence institution, including courses in elementary and advanced accounting, auditing, and cost accounting; and three semester hours of business law.

(Persons who will complete work requirements outlined under II and III above during the current quarter or semester will be admitted to the examination, but they must produce evidence of successful completion of the curriculum and the prescribed courses before they may be considered eligible for appointment.)

POSITION DESCRIPTION

Under close supervision from a higher level professional accountant, as a learner, incumbents perform professional accounting work in the establishment and maintenance of accounts and records while receiving training; learn agency activities, departmental systems, and central fiscal control activities; and develop interpersonal skills by contact with program personnel and control agencies in fiscal control activities.

EXAMINATION INFORMATION

Online Qualifications Assessment - Weighted 100%

The examination will consist of a Qualifications Assessment, which is the sole component of the Accountant Trainee exam. To obtain a position on the eligible list, a minimum score of 70% must be attained. An applicant will receive his/her score upon completion of the Qualifications Assessment.

[Click here to view the Qualifications Assessment questions](#)

KNOWLEDGE AND ABILITIES

Knowledge:

1. General knowledge of accounting principles and theories to effectively perform accounting functions.
2. Basic knowledge of governmental accounting and budgeting processes to apply accounting principles and procedures to a governmental entity.
3. General knowledge of the state accounting processes in adherence to the Uniform Codes Manual, State Administrative Manual (SAM) and California Government Code.
4. General knowledge of Generally Accepted Accounting Principles (GAAP), governmental accounting principles and theories.
5. Knowledge of internal control procedures to protect and safeguard departmental assets and resources.
6. Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free.

Abilities:

1. Ability to apply accounting principles and theories to accurately perform accounting functions.
2. Ability to work on multiple tasks or parts of tasks simultaneously to ensure timely completion of projects and other work activities.
3. Ability to work independently in order to successfully meet the mission and goals of the department.
4. Ability to prioritize and schedule the work to be completed by a work team or project task force.
5. Ability to be flexible in adapting to changes in priorities, assignments, and other interruptions that may impact pre-established timelines for completing assignments.
6. Ability to keep work area organized to complete job assignments in a timely manner.
7. Ability to use a personal computer to input data, access information, and/or create materials and documents using a variety of software applications.

8. Ability to use electronic mail software and applications to communicate with various audiences on matters related to various project and program issues.
9. Ability to use database software to input, organize, track, and retrieve data.
10. Ability to use spreadsheet software to compile, compute, organize, and present tables, graphs, and charts for use in reports and other tracking activities.
11. Ability to use the internet to conduct on-line research and obtain information related to departmental policies, procedures, and resources to complete program or project activities.
12. Ability to use word processing software to prepare reports, memos, correspondence, and other job-related documents and materials.
13. Ability to use and operate a variety of basic office equipment (including copiers, calculators, telephones, fax machines, scanners) in the course of completing assigned work tasks.
14. Ability to operate a 10-key to enter data and perform calculations.
15. Ability to communicate clearly and concisely in writing to audiences with varying levels of understanding.
16. Ability to review and edit written materials for proper content, format, grammar, punctuation, and sentence structure.
17. Ability to analyze data and situations accurately in order to determine and implement appropriate courses of action.
18. Ability to identify and resolve accounting issues.
19. Ability to identify and locate information necessary to complete work assignments.
20. Ability to apply relevant instructions, procedures and guidelines to complete work.
21. Ability to analyze and accurately process accounting data and draw sound conclusions.
22. Ability to review, edit and evaluate source documents for accuracy and completeness to produce quality products.
23. Ability to apply critical thinking strategies to review data and present ideas and information.
24. Ability to exercise sound judgment when making decisions in accordance with program or work unit goals and objectives.
25. Ability to extract specific, relevant data and information from a larger body of material.
26. Ability to reconcile discrepancies in data and information pertaining to program/project activities.
27. Ability to read and comprehend technical documents to apply information to work activities.
28. Ability to establish and maintain cooperative working relationships with management, staff, and internal and external stakeholders.
29. Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other departmental staff, outside agency personnel, and/or the public.
30. Ability to understand oral instructions containing complex and technical information.

VETERANS PREFERENCE

Veterans' Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive veterans' preference credits.

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTIC

Ability to qualify for a fidelity bond.

CONTACT INFORMATION

If you have any questions concerning this announcement, please contact:

State Personnel Board

801 Capitol Mall

P.O. Box 944201, Sacramento, CA 94244-2010

(866) 844-8671

TTY (916) 654-6336

GENERAL INFORMATION

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The State Personnel Board reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil

service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Training and Experience Evaluation. At the end of the Training and Experience Evaluation, once you click "Score My Exam," it will be instantly scored.

[Click here to go to the Internet Exam for Accountant Trainee](#)